

**THE NAVAJO NATION**  
**Department of Personnel Management**  
**JOB VACANCY ANNOUNCEMENT**

REQUISITION NO: DSS0398456

DATE POSTED: 01/27/14

POSITION NO: 942233

CLOSING DATE: 02/07/14

POSITION TITLE: Senior Case Worker

DEPARTMENT NAME / WORKSITE: Department for Self Reliance / Monument Valley, AZ

WORK DAYS:	<u>Monday to Friday</u>	REGULAR FULL TIME:	<input checked="" type="checkbox"/>	GRADE/STEP:	<u>Y60A</u>
WORK HOURS:	<u>8:00am to 5:00pm</u>	PART TIME:	<input type="checkbox"/>	NO. OF HRS./WK.:	<u>\$ 27,768.00</u> PER ANNUM
		SEASONAL:	<input type="checkbox"/>	Duration:	<u>\$ 13.35</u> PER HOUR
		TEMPORARY:	<input type="checkbox"/>		

**DUTIES AND RESPONSIBILITIES:**

Interviews Navajo Nation Program for Self Reliance - General Assistance (NNPSR-GA) applicants to determine continued eligibility for cash/non-cash assistance using the NNPSR Pathway to Self Reliance Manual, Low Income Home Energy Assistance Program (LIHEAP) Policy Manual, and General Assistance (GA) Policy Manual requirements and enters data into the Tribal Assistance System (TAS). Informs NNPSR-GA participants of federal guidelines regarding work requirements, eligibility time limits, sanctions, child support requirements and other requirements. Provides bi-cultural/bi-lingual counseling and guidance to NNPSR-GA applicants about personal responsibility and economic self-sufficiency; utilizes human relation skills to motivate and instill confidence for clients and their families; provides alternatives in livelihood and social skills for clients. Evaluates economic, family, and employment support needs of applicants and their household; develops a case plan to meet requirements for changes in eligibility criteria. Refers clients through automation, phone calls, or written notice to other non-tribal resources and programs.

Coordinates with tribal and non-tribal programs including NN Child Care, Navajo Department of Workforce Development, Supplemental Nutritional Assistance Program, and Medicaid programs to provide the NNPSR-GA applicant with other services as a part of the case plan. Coordinates with other tribal and non-tribal resources and programs to provide additional supportive services including outreach/itinerant services, emergency assistance, food, clothing, education, crisis intervention, medical services, and transportation for the applicant and their families. As necessary, conducts home visits to provide outreach services for cash/non-cash assistance to include assessment, counseling, case plan and follow-up for applicant and their families and provide outreach services on an itinerant basis to community Chapter Houses. Responsible for maintaining knowledge about the Welfare Reform and all related Public Laws. Attends meetings, trainings and conferences which are pertinent to determine cash/non-cash assistance eligibility, program coordination and resource networking, case management, communication, motivational skills development, public laws and regulations and other welfare related activities.

**QUALIFICATION REQUIREMENTS:**

**Education, Experience and Training:**

An Associates Degree in Human Services, Social Work or related field and; two (2) years experience in providing social services to disadvantaged people; or an equivalent combination of education, training, and experience which provides the capabilities to perform the described duties.

***(In order to receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)***

**Special Knowledge, Skills and Abilities:**

KNOWLEDGE OF: 45 CFR Part 96 and 286, P.L. 104-193, P.L. 93-638, P.L. 97-35, and other applicable Navajo Nation, federal, state, and local laws, ordinances, statutes, rules, regulations, policies, and procedures; principles and practices of social and human services work; Navajo Nation, federal, state, and local resources available. SKILL IN: interpersonal communications and dealing with people; counseling disadvantaged people about their problems; analyzing data and drawing valid conclusions; communicating in both the English and Navajo languages; assessing situations and providing appropriate remedies; establishing and maintaining effective working relationships.

**Special Requirements:**

***(Preferred)*** Applicant must possess a valid state driver's license and be able to obtain a Navajo Nation Vehicle Operator's Permit within 90 days of employment. Must complete mandatory training and pass required examination to be certified for access to the Tribal Assistance System (TAS).

***Position requires a background check and suitability assessment prior to employment.***

**VETERANS PREFERENCE APPLIES**

**THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT.**